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JEREMY M. HUGHES, Ph.D.
INTERIM SUPERINTENDENT
OF PUBLIC INSTRUCTION

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #19**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: May 5, 2005

SUBJECT: **Household Contacts**

The 2nd Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, requires sponsoring organizations to comply with household contact requirements established by the state agency. Effective April 1, 2005, sponsoring organizations must comply with the following household contact criteria and procedures:

7 CFR 226.2 defines a household contact as a contact made by a sponsoring organization or a state agency to an adult member of a household with a child in a family day care home or a child care center, in order to verify the attendance, the enrollment of the child, and the specific meal service(s) which the child routinely receives while in care.

A sponsor shall use the household contact procedure if the sponsor has reason to believe a center/home is claiming reimbursement for meals/snacks for children not in care. Reasons may include one or more of the following:

- Children are claimed every day, with no absences for four or more months;
- Children are never absent, except on the day of the review;
- The center/home claims maximum capacity except on the day of the review;
- The child enrollment forms appear to be completed or altered by the center/home, without parental consent;
- A sponsor receives a complaint that a child is not in care, yet the center/home claims reimbursement for the child;
- Any other circumstances that would lead a sponsor to suspect a center/home has claimed reimbursement for children not in care.

The household contact must be made by the sponsor to an adult household member of the children, as soon as the problem is identified. The contact must be made by letter or telephone to verify the attendance and enrollment of the children and the specific meal service(s) the children routinely receive while in care.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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Documentation of the contact must include the name of the child, name of the adult household member, date of contact, attendance of the child, meals/snacks routinely received by the child while in care, and name of staff conducting the contact.

The sponsor must analyze the results of the contacts to determine if the information provided by the household contacts supports the center's/home's meal attendance/claim. If the information from the household contacts does not support the center's/home's claim for reimbursement, the sponsor must submit a claim amendment and decide if the facility should be declared seriously deficient.

A household contact is one of many meaningful tools available to sponsors when they need to examine questions raised by an onsite monitoring review or by a review of a claim. A sponsor may also use additional unannounced reviews or a more detailed review of claims history to investigate the "red flag" triggered by a review or claim.

If you have any questions regarding this memo, please call our office at (517) 373-7391.

Please keep this memo on file or in a notebook for quick and easy reference.